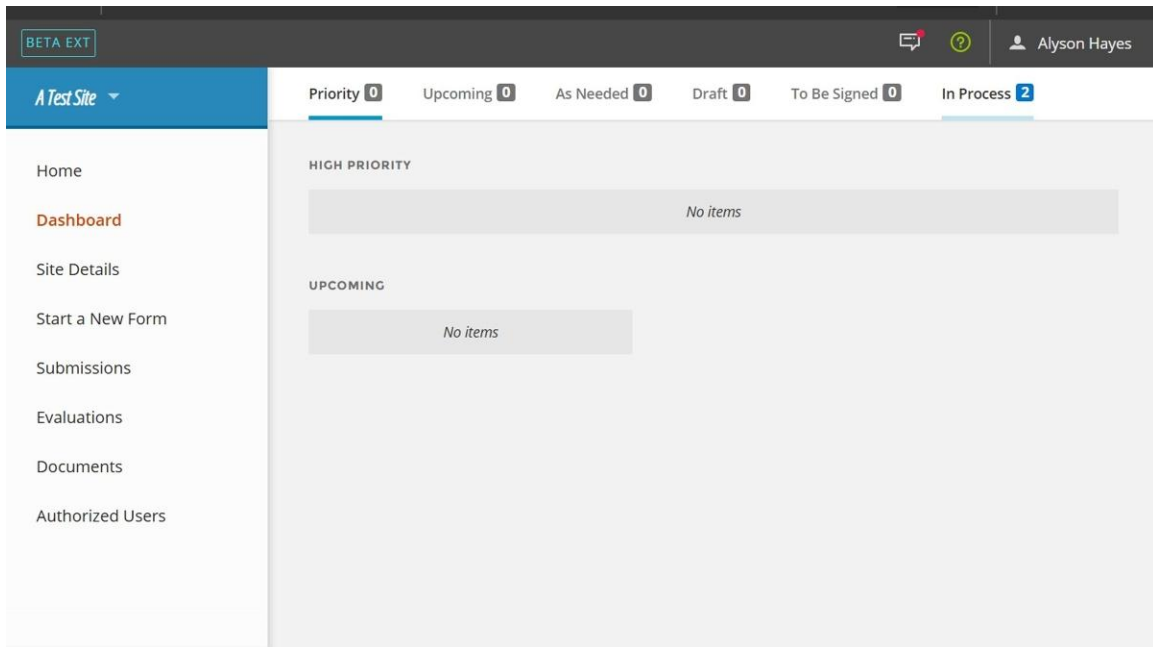


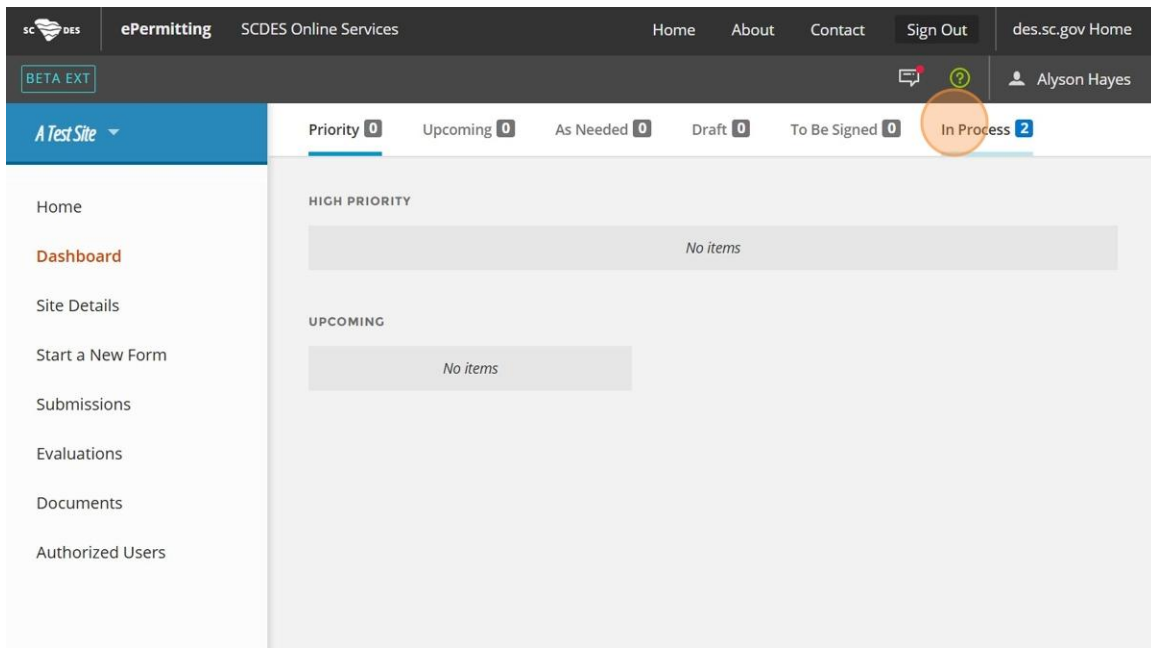
Submitting an “Air – Source Test Plan”

This guide provides a step-by-step process for submitting the “Air – Source Test Plan” form.

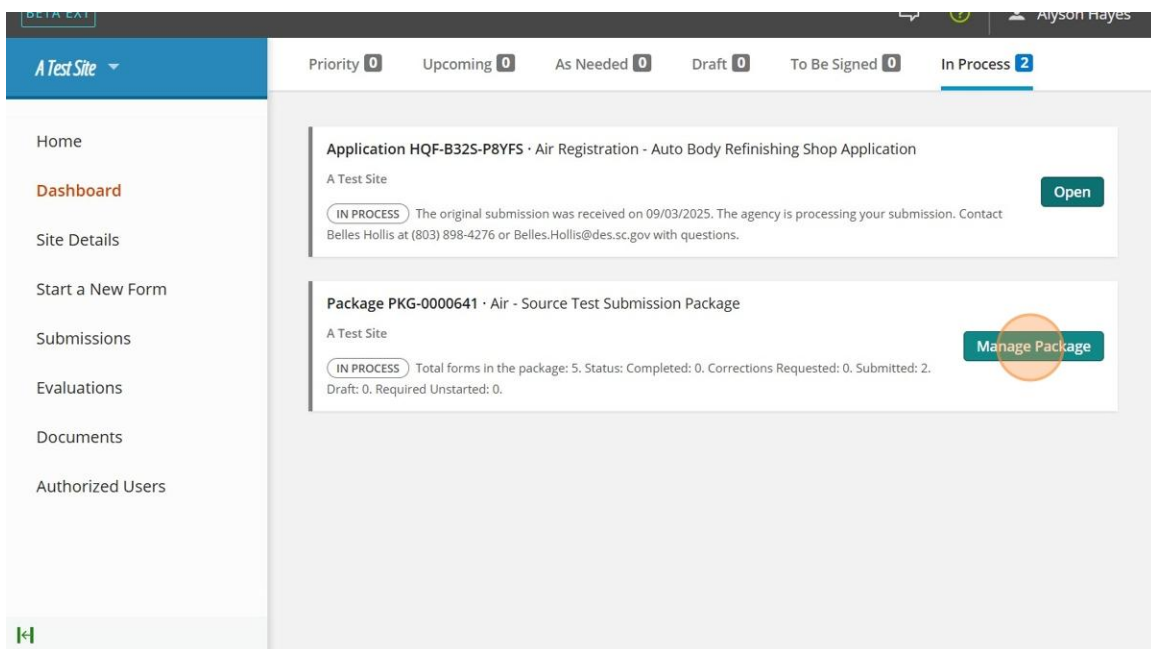
1. Navigate to your ePermitting home page for your facility.



2. Under the “Dashboard”, click "In Process" to find the “Air – Source Test Submission Package” already started for the source testing event.



3. Filter through the “In Process” tasks and find the “Air – Source Test Submission Package”. Click "Manage Package"



4. Under the "Air – Source Test Plan" form, click "Begin".

The screenshot shows the ePermitting dashboard for 'A Test Site'. The left sidebar contains navigation links: Home, Dashboard, Site Details, Start a New Form, Submissions (highlighted), Evaluations, Documents, and Authorized Users. The main content area displays a list of forms for 'Air - Source Test Notification(s)' and 'Air - Source Test Plan'. The 'Air - Source Test Plan' form is highlighted with a light blue background and a red circle around the 'Begin' button. The 'Air - Source Test Notification(s)' forms are listed below it, each with a 'Not Started' status and a 'Begin' button. The top navigation bar includes links for Home, About, Contact, Sign Out, and des.sc.gov Home, along with a user profile for Alyson Hayes.

Air - Source Test Plan (AS NEEDED (ONE TIME))

Site Name: A Test Site
Form Description: Package Form
Program Area: Air

Begin

5. Click "Begin Form Entry".

The screenshot shows the 'Air - Source Test Plan' form entry page. The page has a header with the title 'Air - Source Test Plan' and 'VERSION 1.0'. Below the header, there is a section titled 'INSTRUCTIONS' with the text 'Please provide all relevant information for the site-specific test plan.' A large teal button with a document icon and the text 'Begin Form Entry' is prominently displayed in the center. To the right of the button, there is a section titled 'CONTACT INFORMATION' with the text 'Main Address' and the address 'Source Evaluation Section, Bureau of Air Quality, 2600 Bull Street, Columbia, SC 29201'. Below this, there is a section titled 'CONTACTS' with the text 'Source Evaluation Program questions: Michael.Verzwyvelt@des.sc.gov' and 'Source Evaluation phone: 803-898-1789'.

Air - Source Test Plan
VERSION 1.0

INSTRUCTIONS

Please provide all relevant information for the site-specific test plan.

Begin Form Entry

CONTACT INFORMATION

Main Address

Source Evaluation Section
Bureau of Air Quality
2600 Bull Street
Columbia, SC 29201

CONTACTS

Source Evaluation Program questions:
Michael.Verzwyvelt@des.sc.gov

Source Evaluation phone:
803-898-1789

6. Select the test plan type to be reviewed.

The screenshot shows the 'Air - Source Test Plan' form. The top navigation bar includes 'Home', 'About', 'Contact', and 'des.sc.gov Home'. Below this is a blue bar with 'ePermitting' and 'SCDES Online Services'. The form title is 'Air - Source Test Plan' with a help icon. Below the title, it says 'Submission HQG-80FB-BJ4AV', 'Revision 1', and 'Form Version 1.0'. There is a 'SAVE PROGRESS' button with a cloud icon and the text 'Last saved a few seconds ago'. On the left, a sidebar shows the progress: 'Test Plan Information' (selected), 'Review', and 'Certify & Submit'. The main content area is titled 'Test Plan Information' and has a 'CLEAR SECTION' button. Under 'Test Plan Submission Information', there are two radio button options: 'Submit New Test Plan' (selected) and 'Reapproval of Previous Test Plan'. A light blue bar at the bottom contains a 'NEXT SECTION Review' button with a downward arrow icon.

7. Select whether the source test is a Method 9 or Cylinder Gas Audit (CGA). If the answer is "Yes", a test plan is not required.

This screenshot shows the same 'Air - Source Test Plan' form, but with additional content. The 'Test Plan Submission Information' section now includes a radio button question: '* Is this source test for Method 9 or Cylinder Gas Audits (CGA)?'. The 'No' option is selected. The 'Yes' option is also visible. The 'NEXT SECTION Review' button remains at the bottom.

8. Select if the test plan contains confidential business information.

The screenshot shows the 'Air - Source Test Plan' form, Step 1: Test Plan Information. The form is titled 'Air - Source Test Plan' with a help icon. Below the title, it says 'Submission HQG-80F8-BJ4AV', 'Revision 1', and 'Form Version 1.0'. There is a 'SAVE PROGRESS' button in the top right corner. The left sidebar shows three steps: 'Test Plan Information' (selected), 'Review', and 'Certify & Submit'. The main content area has a 'No' radio button selected at the top. Below it is a 'Test Plan Template' section with a text box explaining that the template can be used to create a new test plan and that all required elements must be included. There is a link to 'Test Plan Template'. Below this is a question: '* Does the test plan contain confidential information?'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with an orange circle. At the bottom, there is a 'NEXT SECTION Review' button with a downward arrow.

9. Click "Choose File" to attach the "Source Test Plan" document that is to be reviewed by the Department of Source Evaluation prior to the source test.

The screenshot shows the 'Air - Source Test Plan' form, Step 1: Test Plan Information. The form is titled 'Air - Source Test Plan' with a help icon. Below the title, it says 'Submission HQG-80F8-BJ4AV', 'Revision 1', and 'Form Version 1.0'. There is a 'SAVE PROGRESS' button in the top right corner. The left sidebar shows three steps: 'Test Plan Information' (selected), 'Review', and 'Certify & Submit'. The main content area has a 'No' radio button selected at the top. Below it is a section titled '* Please attach Test Plan(s)'. It contains a text box with instructions: 'If any one file, or the sum of the files to be attached, is larger than 500MB, please contact the Source Evaluation Program for an alternate method of uploading. Please be aware that files exceeding 500 MB in size are not allowed'. Below this is a dashed box with the text 'Drop files here to upload' and a circular icon. Below the dashed box is a blue button labeled 'CHOOSE FILE', which is highlighted with an orange circle. Below the button is a 'Comment' text box. At the bottom, there is a 'NEXT SECTION Review' button with a downward arrow.

10. Click "Next Section".

EXIT FORM

Air - Source Test Plan ⓘ

Submission HQG-80F8-BJA4V Revision 1 Form Version 1.0

Last saved a few seconds ago

SAVE PROGRESS

Test Plan Information

Review

Certify & Submit

Please attach Test Plan(s).

If any one file, or the sum of the files to be attached, is larger than 500MB, please contact the Source Evaluation Program for an alternate method of uploading.

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

OR

CHOOSE FILE

SubmitaServiceRequestforAirQualityTesting.docx

Comment

NEXT SECTION Review

11. Click "Next Section Certify & Submit".

EXIT FORM

Air - Source Test Plan ⓘ

Submission HQG-80F8-BJA4V Revision 1 Form Version 1.0

Last saved a few seconds ago

SAVE PROGRESS

Test Plan Information

Review

Certify & Submit

Submit New Test Plan

Is this source test for Method 9 or Cylinder Gas Audits (CGA)?

No

Test Plan Template

This template can be used to create a new test plan. Using this template is not required but all required elements must be included.

Test Plan Template

Does the test plan contain confidential information?

No

Please attach Test Plan(s).

SubmitaServiceRequestforAirQualityTesting.docx

Comment

None Specified

NEXT SECTION Certify & Submit

Print Review

12. Review the information for accuracy. Click "Finalize submission".

The screenshot shows the 'Certify & Submit' section of the 'Air - Source Test Plan' form. The left sidebar indicates the current step is 'Certify & Submit', with 'Test Plan Information' and 'Review' completed. The main content area is titled 'Certify & Submit' and includes instructions: 'This step allows you to certify the form as complete and accurate and to submit the form to SCDES for review and processing.' and 'At the time of submission, it will be transmitted to SCDES and it will become part of the public record.' Below this is a certification statement: 'I certify the information contained in this report to be accurate and true to the best of my knowledge.' At the bottom, there are two buttons: 'FINALIZE SUBMISSION Submit Form' (highlighted with a red circle) and 'FINISH LATER Save and Exit'.

13. Click "Return to ePermitting Home".

The screenshot shows the 'Submission Complete' confirmation screen. The title 'Submission Complete' is at the top left, and a 'Print Confirmation' button is at the top right. Below the title, the form details are displayed: 'Air - Source Test Plan', 'Submission HQG-80F8-BJ4AV', 'Revision 1', and 'Form Version 1.0'. A message states: 'Your submission has been received. It is recommended to print and retain a copy of this confirmation.' At the bottom, there are two buttons: 'View Submission' and 'Return to ePermitting Home' (highlighted with a red circle). The background shows a dimmed version of the 'Certify & Submit' section from the previous step.

14. The “Air – Source Test Plan” form has been submitted for review by the Department of Source Evaluation.

The screenshot displays the SCDES ePermitting interface. The top navigation bar includes links for Home, About, Contact, and Sign Out, along with the user's name, Alyson Hayes. A sidebar on the left lists navigation options: Home, Dashboard, Site Details, Start a New Form, Submissions (highlighted), Evaluations, Documents, and Authorized Users. The main content area is titled "Air - Source Test Submission Package" and features a "PKG-0000641" label with an "In Process" status. Below this, there is a "SHOW INSTRUCTIONS" button and a "Filter" dropdown. A list of submissions is shown, with the first entry being "Air - Source Test Information" marked as "REQUIRED" and having a "Received" status. The page also includes a "View or Revise" button and a download icon.

Please note: Source Evaluation **cannot** review any submission forms until the “Air – Source Test Submission Package” is submitted. For instructions regarding this process, please review the “Air – Source Test Submission Package” guide or contact us.

Contact Us:

Baq_epermitting@des.sc.gov

Call – (803) 898-3856